

**Microsoft® Word 2010, Project 4**

**Project Overview**

In this project, students will revise the layout of a document

**Project Goals**

The goal of this project is to help students learn to revise the layout of a document. Students will change document views, revise margins and alignment, modify tab settings, create page numbers, and apply headers and footers to the document.

**Institution type:**

High School

**Skills covered**

After successfully completing this project, students will be able to:

* Switch between different views of a document.
* Adjust page margin settings.
* Set paragraph alignment, indentation, and spacing.
* Change tab settings Insert and clear tabs.
* Add page numbers to a document.
* Create and customize headers and footers.
* Change page orientation.



**Student Assignment:**

One of the requirements in your Environmental Science class is participation in an annual field trip to the Grand Canyon. You decide that a fun way to tell your family about the upcoming adventure is to write an article describing the trip and what you will be doing on it.

Using the information below, format the document appropriately:

1. Open the file Project4\_studentdata from the student data disk.
2. View the document in Page Layout view.
3. Adjust all page margins to 1 inch.
4. Apply the Heading 1 style to the 1st line of the title, then subheading style to the remaining lines of the title and center all of the heading text.
5. Apply a .5-inch first line indent to text paragraphs.
6. Add a page number to the bottom of all pages of the document and center-align the page number.
7. Insert your name in the page footer, right aligned.
8. Insert the current date in the top-right document header.
9. Create a folder on your student drive called Project 4.
10. Print the document.
11. Save the document as Project4\_complete.